



DEVELOPMENT REVIEW BOARD

Meeting Type:.....**Regular Meeting**
Date:.....**Thursday, January 26, 2017**
Time:.....**7:00 p.m.**
Place:.....**Municipal Building Community Room**
Address:.....**43 Bombardier Road Milton, VT 05468**
Contact:.....**(802) 893-1186**
Website:.....**www.miltonvt.org**

MEETING MINUTES

1 **1. CALL TO ORDER**

2 The Chair called the meeting to order at 7:06 p.m.
3

4 **2. ATTENDANCE**

5 **Members Present:** Bruce Jenkins, Chair; Henry Bonges, Vice Chair; Julie Rutz, Clerk; David Conley;
6 Robert Brisson.

7 **Members Absent:** Jessica Groeling, Alternate.

8 **Staff Present:** Jeff Castle, Town Planner.

9 **Public Present:** Amanda Raab; Dave Kelly.
10

11 **3. AGENDA REVIEW**

12 None.
13

14 **4. PUBLIC FORUM**

15 None.
16

17 **5. OLD HEARINGS/BUSINESS**

18 None.
19

20 **6. NEW HEARINGS/BUSINESS**

21 **6(A). Boundary Line Adjustment Hearing – 33 Catamount Drive – GFA Realty, Inc.,**
22 **Owner/Applicant.**
23

24 The Chair read the following summary to open the hearing:
25

26 **GFA Realty, Inc., Owner & Applicant,** requests **Boundary Line Adjustment** approval to adjust the
27 property boundary between two adjacent lots located at **33 Catamount Drive**, described as SPAN
28 10840, Tax Map 3 Parcel 8-20 (Lot 20) & SPAN 10839, Tax Map 3, Parcel 8-19 (Lot 19). The proposal
29 would transfer a total of 1.76 acres from Lot 20 to Lot 19. The subject properties contain a total of
30 approximately 16.43 acres and are located within the General Industrial (I2) Zoning District and the
31 Catamount Planning Area.
32

33 The Chair administered the Oath to Interested Persons. Representing the Applicant was Amanda Raab
34 of Trudell Consulting Engineers, hereafter referred to as “applicant.”
35

36 Raab gave a brief summary of the proposed Boundary Line Adjustment.
37

38 In response to the following numbered items within the Staff Report:

- 1 1. The applicant agreed that the Final Plat shall include the location of all improvements as
2 required by SR610.1(7) unless these requirements are waived by the DRB.
3

4 The applicant confirmed that the existing building is connected to municipal water and sewer service.
5 The existing service lines will not be impacted by relocation of the boundary line.
6

- 7 2. The applicant agreed to submit \$500 to cover the legal review of the revised deeds and any
8 other required legal instruments by the Town Attorney. Any funds not expended on the legal
9 review will be refunded to the Applicant.
- 10 3. The applicant agreed to submit deeds and any other associated legal instruments for all impacted
11 lots for review and approval by the Town Attorney. All requested revisions must be complete
12 before the Plat may be recorded. Only instruments approved by the Town may be recorded in
13 the Town of Milton Land Records.
- 14 4. The applicant agreed to submit one paper or electronic .PDF version of the revised final Plat (and
15 any associated plans) for review and approval by Staff prior to submitting the mylar. The
16 Applicant shall also submit one full-sized (to scale) paper Final Plat and one 11x17 paper plat
17 depicting the requested changes, to be maintained in the Planning Office's application file.
- 18 5. The applicant agreed that the final Plat shall be submitted on mylar (18" x 24"), signed by the
19 licensed surveyor and the Chair of the DRB, and recorded in the Town Clerk's Office within 180
20 days of the date of the DRB's Final Approval Decision per Subdivision Regulations Section 940.
21 Final approval expires if not filed within 180 days, unless extended by the Zoning Administrator
22 for pending local or state approvals. In the event a subdivision plat is recorded without complying
23 with this requirement, the plat shall be considered null and void.
- 24 6. The applicant agreed that no changes, erasures, modifications, or revisions, other than those
25 required by this Decision, shall be made on the Plat after approval unless a revised Plat is first
26 submitted to the Department of Planning and Economic Development. In the event the subdivision
27 plat is recorded without complying with this requirement, the Plat shall be considered null and
28 void.
- 29 7. The Applicant agreed to obtain all required State permits and approvals. The applicant has
30 acquired an email stating the exemptions from State of Vermont permitting. This email will be
31 submitted to staff for review.
32

33 MOTION by Bonges to APPROVE the Boundary Line Adjustment final plan located at 33 Catamount
34 Drive, described as Tax Map 3, Parcels 8-19 & 8-20, and SPAN 10839 & 10840, subject to the conditions
35 discussed above. SECOND by Rutz. Unanimously APPROVED.
36

37 7. OTHER BUSINESS

38 Staff updated the Board on the upcoming DRB hearings. Castle shared an upcoming training on February
39 1, 2017 from 6:00 – 8:00 p.m. on the topic of Best Practices in Development Review.
40

41 8. MINUTES

42 8(A). Minutes of January 12, 2017

43 MOTION by Bonges to accept the Minutes of January 12, 2017 as written; SECOND by Rutz.
44 Unanimously APPROVED.
45

46 9. ADJOURNED

47 MOTION by Bonges to adjourn at 7:23 p.m.; SECOND by Rutz. Unanimously APPROVED.

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Minutes approved by the Commission this _____ day of _____, 2017.

Bruce Jenkins, Chair /jwc

Draft filed with the Town Clerk this 31st day of January, 2017.

Filed with the Town Clerk this _____ day of _____, 2017.